Re-validation: Billing Agent Quick Reference

Business Rules

- As each step is entered for the first time, the **Business Process Wizard** will set the **Start Date** to the current system date.
- Within the application, the required fields are indicated with an asterisk **(*)**.
- Enrollment steps can affect other steps. When this occurs, the system changes the values of the **Required** and **Status** fields.
- When the requirements are completed in a **Step**, the **Business Process Wizard** will set the **End Date** to the current system date.
- When using the **Filter By** feature, the percent sign **(%)** acts as a wildcard. It can be used in conjunction with search criteria or by itself.
- Format the **Start and End Dates** using the **mm/dd/yyyy** format.
- Use the **Cancel** button to close out of a window, **DO NOT** click the ☒ to exit the page. If the ☒ button is used by mistake, press the **F5** button on your keyboard to refresh the page.
- Contact the **CHAMPS Hotline** at **1-888-643-2408** or **CHAMPS@michigan.gov** for expert assistance.

Action	Re-validation: Billing Agent Login to CHAMPS	Notes
Login to CHAMPS	1. Access **CHAMPS** using **SSO** 2. Follow **CHAMPS** login screen prompts 3. Click the **Provider** tab 4. Click the **Provider Enrollment** hyperlink 5. Click the **Track Applications** hyperlink 6. Enter the **Application ID** (14-digit number) 7. Click the **Submit** [Submit] button	• Must apply for access to **CHAMPS** System
Action	**Re-validation: Billing Agent Step 1: Provider Basic Information**	**Notes**
Step 1: Provider Basic Information	1. Click the **Provider Basic Information** hyperlink from the Business Process Wizard 2. Review populated data fields for accuracy 3. Complete required and any desired optional fields 4. Click the **Finish** [Finish] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Basic Information** page displays. • The **SSN/EIN/TIN** and **NPI** fields will be disabled. • To modify **Basic Information**, click the **Step 1: Provider Basic Information** hyperlink from the Business Process Wizard.

Action	Re-validation: Billing Agent Step 2: Add Mode of Claim Submission	Notes
Step 2: Add Mode of Claim Submission	1. Click the **Add Mode of Claim Submission** hyperlink from the Business Process Wizard 2. Select desired **Mode(s) of Claim Submission** 3. Click the **OK** [OK] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Submission Method for Enrollment** page displays. • At least one **Mode of Claim Submission** must be selected. • Attempting to submit a claim using a **Mode of Claim Submission** that has **NOT** been selected will result in the claim being rejected. • If **Billing Agent** mode is selected, the **Billing Agent** step changes from optional to **Required**. • To modify **Mode of Claim Submission**, click the **Step 6: Mode of Claim Submission** hyperlink from the Business Process Wizard.
Action	**Re-validation: Billing Agent Step 3: Complete Enrollment Checklist**	**Notes**
Step 3: Complete Enrollment Checklist	1. Click the **Complete Enrollment Checklist** hyperlink from the Business Process Wizard 2. Answer each question by selecting appropriate answer from the **Answer** drop-down list 3. Click the **Save** [Save] button 4. Click the **Close** [Close] button. The screen returns to the **Business Process Wizard** enrollment page	• The **Complete Provider Checklist for Enrollment** page displays. • The selected **Enrollment Type** determines which **Checklist** questions are displayed. • Answers to the questions determine if a **Comment** is **Required.** • To modify the **Enrollment Checklist**, click the **Step 10: Complete Enrollment Checklist** hyperlink from the Business Process Wizard.
Action	**Re-validation: Billing Agent Step 4: Submit Enrollment Application for Approval**	**Notes**
Step 4: Submit Enrollment Application for Approval	1. Click the **Submit Enrollment Application for Approval** hyperlink from the Business Process Wizard 2. Click the **Next** [Next] button 3. Select the **Checkbox (…I certify and accept…)** 4. Click the **Submit Application** [Submit Application] button 5. Click the **OK** [OK] button. The screen returns to the **Business Process Wizard** screen. The **Status** of the application changes from **"In-Process"** to **"In-Review"** 6. Click the **Close** [Close] button to close the Business Process Wizard page	• The **Submit Enrollment Application for Approval** page displays. • After the application is submitted for approval, Providers cannot change enrollment information until the application has been approved. • The **Track Existing Application** page displays.